

Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. All operational costs of this program are distributed to user departments through user rates.

The Purchasing –Printing Services Division budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

BUDGET AND WORKLOAD HISTORY

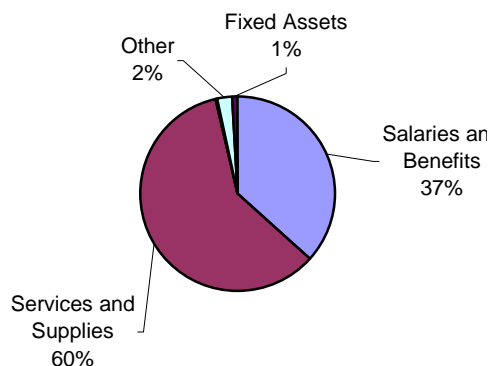
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Operating Expense	2,535,869	2,603,355	2,529,250	2,352,272
Departmental Revenue	2,392,449	2,766,547	2,550,479	2,422,958
Revenue Over/(Under) Expense	(143,420)	163,192	21,229	70,686
Budgeted Staffing		17.0		16.0
Fixed Assets	46,229	208,179	208,179	18,057
Unrestricted Net Assets Available at Year End	441,388		254,438	

Workload Indicators

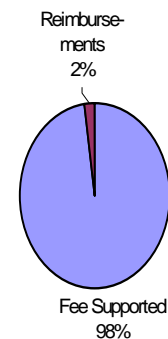
Printed Pages-Units	64,834,009	63,500,000	67,000,000	65,000,000
Graphic Arts-Hours billed	2,960	2,800	3,000	2,960

The workload indicator for printed pages –units were understated in 2003-04.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



Note: This budget is expected to increase unrestricted net assets by \$70,686



GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<u>Appropriation</u>								
Salaries and Benefits	770,888	809,014	57,958	-	-	866,972	(39,037)	827,935
Services and Supplies	1,580,239	1,635,787	-	-	-	1,635,787	(286,211)	1,349,576
Central Computer	4,844	4,844	-	-	-	4,844	3,380	8,224
Other Charges	4,659	1,079	-	-	-	1,079	(820)	259
Transfers	70,410	37,421	-	-	-	37,421	18,079	55,500
Total Exp Authority	2,431,040	2,488,145	57,958	-	-	2,546,103	(304,609)	2,241,494
Reimbursements	(47,790)	(47,790)	-	-	-	(47,790)	(4,432)	(52,222)
Total Appropriation	2,383,250	2,440,355	57,958	-	-	2,498,313	(309,041)	2,189,272
Depreciation	146,000	163,000	-	-	-	163,000	-	163,000
Operating Trans Out	-	-	-	-	-	-	-	-
Total Operating Expense	2,529,250	2,603,355	57,958	-	-	2,661,313	(309,041)	2,352,272
<u>Departmental Revenue</u>								
Current Services	2,550,409	2,766,547	57,958	-	-	2,824,505	(401,547)	2,422,958
Other Revenue	70	-	-	-	-	-	-	-
Total Revenue	2,550,479	2,766,547	57,958	-	-	2,824,505	(401,547)	2,422,958
Revenue Over/(Under) Exp	21,229	163,192	-	-	-	163,192	(92,506)	70,686
Budgeted Staffing		17.0	-	-	-	17.0	(1.0)	16.0
<u>Fixed Asset</u>								
Equipment	160,000	160,000	-	-	-	160,000	(160,000)	-
L/P Equipment	48,179	48,179	-	-	-	48,179	(30,122)	18,057
Total Fixed Assets	208,179	208,179	-	-	-	208,179	(190,122)	18,057



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	17.0	2,603,355	2,766,547	163,192
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,958	57,958	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	57,958	57,958	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	17.0	2,661,313	2,824,505	163,192
Department Recommended Funded Adjustments	(1.0)	(309,041)	(401,547)	(92,506)
TOTAL 2004-05 PROPOSED BUDGET	16.0	2,352,272	2,422,958	70,686
2003-04 FINAL FIXED ASSETS		208,179		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(190,122)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		18,057		



SCHEDULE C

DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Deletion 1.0 Vacant Reproduction Equipment Operator I Due to a reduction in demand for services, it was necessary to close the Quick Copy center located at the Civic Center building and delete one (1) Reproduction Equipment Operator I.	(1.0)	(39,037)	-	39,037
2. Decrease Services and Supplies Due to the anticipated 9% decrease in service demand it is anticipated that Services and Supplies will decrease accordingly.	-	(286,211)	-	286,211
3. Increase in Data Processing Charges Increase recommended per ISD.	-	3,380	-	(3,380)
4. Decrease in Other Charges Due to the maturation of current leases interest due will be less this fiscal year.	-	(820)	-	820
5. Increase in Transfers Out This increase is due to the reimbursement to Purchasing for a portion of one Staff Analyst II's salary as a result of the September 23, 2003 Board action.	-	18,079	-	(18,079)
6. Increase in Transfers In This increase for administration fees is due to the MOU increase.	-	(4,432)	-	4,432
7. Decrease in Charges for Current Services Due to the anticipated decrease in volume of production, it is projected that the revenue will decrease accordingly.	-	-	(401,547)	(401,547)
Total	(1.0)	(309,041)	(401,547)	(92,506)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Decrease of Equipment There are no anticipated purchases of equipment for this fiscal year.	(160,000)
2. Decrease in Lease Purchases Due to the maturation of current leases less principle is due.	(30,122)
Total	(190,122)

